



GRAFTON PUBLIC LIBRARY

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MINUTES

GRAFTON PUBLIC LIBRARY BOARD of TRUSTEES

Regular Meeting

Municipal Center Conference Room E

April 6, 2016 @ 7:00 p.m.

Present: Gary Beauchamp, Trustee; Douglas Bowman, Chair; Marilyn Cusher, Trustee; Beth Gallaway, Library Director; Diane Libbey, Co-Chair; Dana Wilson, Trustee; Aaron Vandesteen, Trustee; Cynthia Zarriello, Trustee

Excused:

Absent:

Guest(s):

Call to Order. The meeting was called to order by Doug Bowman, Chair, at 7:03 p.m. in Conference Room A of the Municipal Center.

Membership. Aaron Vandesteen was welcomed as the boards new trustee, Aaron was approved by both the Board of Selectmen and the Board of Library Trustees last evening, April 5, 2016.

Review of Minutes. Motion was made to approve March 2, 2016's minutes as written by Diane Libbey, seconded by Marilyn Cusher, and approved by all.

Bills to be Signed. Current and previously signed bills were presented for signatures, motion was made to accept bills as presented by Diane Libbey, seconded by Cyndi, and approved by all.

Old Business:

GRANT UPDATES

SHRAB Grant Update (Archives). Tabled.

LSTA Full STEAM Ahead Grant. Sarah Banister continues to do a lot of outreach to local pre-schools. Beth Gallaway reported that the children love DUPLO Bingo. The Tufts grant has been rolled into the LSTA Full STEAM Ahead Grant.

M IIA Grant Update. The MIIA Grant is complete; the cameras have been installed and invoiced. There is a need for an additional four cameras due to security reasons; one camera will be moved to the Children's Room. The current camera situation was discussed, with members wondering if the installers would be willing to move a camera to the Children's Room as follow-up. Beth G. will contact them to see if they will come out to assist.

MPLCP Building Program/Grant Update. Beth G. attended a Building Grant Training in Salisbury, MA. Beth G. discussed the training noting that they expect about 30 applicants this round, with funding for only 20; however, those not chosen will be considered during the next round.

The Building Committee still has one vacancy, please forward names; Trustees noted that perhaps we should seek someone from the Historical Society.

PROJECT UPDATES

Capital Improvement Project (CIPC). Beth G. reported that during last night's Board of Selectmen meeting the CIPC presented their budget. The Library's request for RFID (self-check system) and patio were not in their budget for FY2017. Beth G. noted that there is a lease option for obtaining an RFID system. Trustees discussed looking for a grant, i.e. technology grant, security & prevention grant, etc.

ON-GOING AGENDA

Building.

Budget Update. Comment was made regarding the need for four additional cameras, which will come out State Aid.

IT and Wi-Fi Update (ongoing). The Library continues to wait for the firewall installation on the municipal side before the WiFi goes in. Wireless has been pushed back a week.

The Friends Update. The Friends report was not available this evening; the next Friends meeting will be held on May 12, 2016.

It was agreed that Trustees will take turns attending the Friends meeting; Cyndi will reach out to the Friends. Aaron will attend the upcoming May 12, 2016 meeting. Dana Wilson will ask the Friends to help with the Fun Fair basket.

Trustees wonder what the Friends actual total numbers are, and of these, how many are new members.

Of note, Community Read was Fabulous;

The Egg Hunt was spectacular, very successful, with children and parents having fun. The DPW did an awesome job. The event had a police officer as well, Officer Benoit who ensured everyone's safety. The Country Store donated a bunny costume, which provided photo opportunities and most children were excited to see the bunny.

Landscaping Update (on going). – Beth Patch will contact Bartlett Tree Service regarding the need for limb removal on trees.

Garden. The Children's Room will utilize one of the raised beds this summer as part of the STEAM Program. A fifth bed has been built and will be utilized as a community bed. We are all very excited about the fast approaching gardening season.

Noise Complaints. Tabled

Cushions Update (ongoing). Tabled

Air Conditioners. Tabled

Space Issues. Tabled.

State Aid. Doug pointed out that included in tonight's packet is the second half of State Aid. Beth G. reminded Trustees to call their legislatures regarding proposed cuts to the State Budget.

REMINDERS

Storytellers Reminder. Storytellers air on Saturday mornings on GCTV and on demand at graftontv.org. Email your selections to graftonlibrary.ma@gmail.com and Val will seek permission for specific books.

New Business:

2016 Jerome Wheelock Birthday Party. The 2016 Jerome Wheelock Birthday Party will be held on the same day as Grafton's Antique Show, June 18, 2016 from 2-4 pm.

May Town Meeting. Cyndi Zarriello conveyed that she and Doug Bowman put a Power Point presentation together. Cyndi would like to have more statistics and then she will share the presentation with the Trustees and the Building Committee. This presentation is a way to gather support. Doug will send out the current *DRAFT*

90th Anniversary Gala. Gary would like to hold a press conference event, inviting the Friends, present and past Trustees to announce the 501 (c) 3, and the Gatsby Gala at the same time. The Gatsby event will be held on June 24, 2017. Gary is thinking that we should make a whole day of it, having historical tours and the children dress up. It is time for a committee to be formed with sub-committees to plan and implement different aspects of the day. Copies of the refurbished maps will be made and numbered 1-90. Marilyn Cusher made a motion to appoint a sub-committee chair, Cyndi seconded, with all in favor. Discussion was held around having cars from the 1920's and 30's; Diane Libbey will follow-up with car owners. It would be nice to have Lindy Casey work with Gary. Trustees who are interested in working on this project please do.

501 (c) 3. Dana reported that she has learned a lot and knows how to begin this 501 (c) 3 process now and will be putting a committee together. Carrie Hogan would like to be a member of this committee. It will take one – two months to get the application in. The plan is to identify members, have a meeting, write Articles of Organization, file with the State, and obtain EIN # with IRS, then wait for three – six months. All documents will be sent by registered mail so that "one" can call and have discourse. Dana will update the Friends regarding this process. We will have to go out and fundraise. The committee will meet once a year once it has been developed. Should it be called Grafton Public Library Capital Campaign? Dana noted that there are fees attached to the development of a 501 (c) 3.

Theft Issues. Beth G. spoke in reference to theft in the Library. With the limited space we have a staff member's purse and bank card were compromised. As well, \$175.00 is missing from the egg money. A police report was filed. Cash registers will be purchased. As well, volunteers are no longer allowed in the staff areas.

Space Issues. Tabled

WALKABOUT

Library Walkabout. Beth P. reported that:

- Windows continue to need repair, scrapped and painted
- Metal railings at entrance need to be painted
- Cement on columns require inspection, possible preventive maintenance, and repair
- Cement debris at the outside of Boiler Room door should be removed
- Cigarette butts tossed throughout the grounds; dog droppings as well
- Sidewalk degrading outside Children Room's entrance due to overhang
- Grass should be treated with lime now

Marilyn and Beth P. will conduct the next Walkabout for May's meeting. (Trustees are encouraged to SeeClickFix these issues and any others that arise).

Policy Review:

Policy and Procedure Review. The Security Camera and Unattended Child Policy will be discussed at next month's meeting. The DRAFT Security Camera Policy will be submitted to Town Council for review.

Regarding security, panic buttons need to be installed at checkout desks. There should be a method on the Library phones to make an emergency announcement. Beth G. will speak with the chief, and discuss safety with staff – what does staff propose.

Director's Report: Please see February's 2016 Director's Report in this month's section of the Trustees' meeting manual. Trustees should read the Director's Report and let Beth G. know if there are any questions or concerns.

Staff. It is time to begin making plans for Staff Appreciation.

Upcoming Events.

Citizens Input. None

Adjournment:

At 9:00 p.m. motion was made to adjourn the meeting by Marilyn, seconded by Cyndi, with all in favor. The next meeting will be held on Wednesday, May 4, 2016 at 7:00 p.m. in Conference Room A of the Grafton Municipal Center.

Respectfully Submitted, Beth Patch, Recording Clerk

Attachments. March 2016 Agenda; February 2016 minutes; GPL Director's Report for February 2016; GPL 2015 Circulation Statistics; Town of Grafton 2016 Revenue/Expense Report from 03/01/16 -03/31/16; March 10, 2016 Staff Meeting Minutes; MLBLC Letter regarding the second issue of State Aide to Public Libraries; GPL Staff/Trustee Contact List; Town of Grafton Certificate of Organization 2016-2017 GPL Board of Library Trustees; Agenda Finance Committee Saturday, March 5, 2016; Library Summary of Department Budgets; New Article:

\$12M Library plan will triple space; Flyer from the Massachusetts Board of Library Commissioners on State Funding Cuts

DB/BG/bp